

CONFIDENTIAL - EYES ONLY

7 APR 1959

MEMORANDUM FOR: Chief, Records Management Staff

SUBJECT: Use of Revised Form 240, Courier Receipt and Log Record

1. The Office of Operations is pleased to report that the use of the revised Form 240 by all of its divisions and the OAD/O has resulted in a uniform efficient system of record keeping. We have discontinued using Form 311, Log Sheet, for all outgoing material as the log data record on the new Form 240 adequately serves as a log as well as courier receipt. However, as you are no doubt aware, incoming material in most instances is not being prepared in accordance with the instructions issued on the use of Form 240, and thus the system breaks down. We are planning to approach the office of the DD/I on this and also the Executive Registry from whom we receive a great deal of our mail. However, there are many other instances of abuse of the system which perhaps could be corrected. If you could sell the various offices at least on the correct use of the form for outgoing mail, perhaps eventually they could see its merit for an incoming record. The use of this new form only as a courier receipt must be excessively costly, instead of resulting in money and labor saving as would be the case if used correctly.

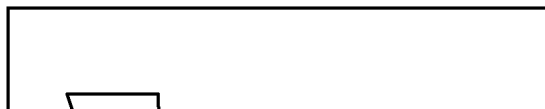
2. The ONE, who handle a large volume of mail, are using only the courier receipt copy of the Form 240; no Receiving Office Log copy is being sent forward (or at least none is received here). It is true they send a great deal of mail to USIB agencies and are perhaps required to enclose document receipts, but it would be most helpful to us if they included the Receiving Office Log copy of Form 240 in the envelope.

The Cable Center in Q Building is not sending forward the Receiving Office Log copy, nor is OCI or ORR. Printing Services is not using revised Form 240 at all, nor is Regulations Control. (Perhaps in the latter case, regulations are sent from Printing Services.)

We receive a large volume of information material from OCR; they do send the Receiving Office Log copy on the outside of the envelope with an OCR reference number which in most cases corresponds to a detailed listing in the envelope, which should serve our purpose.

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3. The above is not a complete survey by any means as we do not receive mail from all sources, nor do we in the OAD/O handle the volume of mail perhaps handled by other offices. However, each office converted to the new system is something gained and we would appreciate any effort on your part in this direction.



Area [redacted] rds Officer  
Ch [redacted], P&C Staff  
Office of Operations

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